

NOTE

Sub: GSWS – Biometric Attendance – Mandatory Marking of Biometric Attendance – Low marking of attendance and gaps in daily attendance marking noticed – Reasons for gaps called for – Instructions issued - Reg.

Ref: 1) G.O.Ms.No.1, GVWV & GSWS Department, dated 04/02/2021.
2) C.P.No.16/2021, dated 14/07/2021 of the Collector and District Magistrate, Ongole.
3) This Office Circular GSWS/10/2021, dated 26/07/2021.
4) This Office Note GSWS/10/2021, dated 02/08/2021.
5) connected records.

In the reference 2nd and 3rd cited, the Collector & District Magistrate and the Joint Collector (V,WS&D) have issued strict instructions that 100% Biometric Attendance Marking shall be ensured from all Village and Ward Secretariat Staff. Accordingly, all the HODs, Municipal Commissioners, Divisional Development Officers and Mandal Parishad Development Officers are instructed to monitor daily attendance.

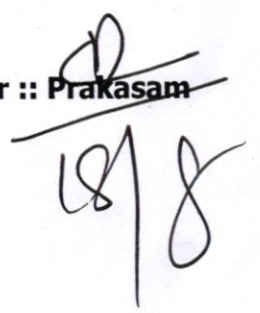
During the verification of Daily Biometric Attendance from 10/08/2021 to 17/08/2021, it is noticed that certain gaps persisting in the attendance pertaining all departmental staff working in Village and Ward Secretariats and 100% Biometric attendance is not done.

Therefore, the HODs are here by directed to go through the enclosed department wise attendance marked between 10/08/2021 to 17/08/2021, and to submit the reasons for the gaps in marking of biometric attendance pertaining to the Village and Ward Secretariat Staff working under their control. The HODs are further directed to ensure 100% Biometric attendance.

The Municipal Commissioners and MPDOs are also directed ensure in time marking of attendance by the Village/Ward Secretariat Staff and Volunteers working in their jurisdiction.

Encl: Department wise Attendance.


Joint Collector (V,WS&D)


Collector :: Prakasam

To
The District Panchayat Officer, Ongole.
The Chief Executive Officer, Zilla Parishad, Ongole.
The Deputy Director, Social Welfare Department, Ongole.
The Joint Director, Agriculture Department, Ongole.
The Deputy Director, Horticulture Department, Ongole.
The Joint Director, Fisheries Department, Ongole.
The District Panchayat Officer, Ongole.
The Joint Director, Animal Husbandry Department, Ongole.
The District Medical and Health Officer, Ongole.
The Assistant Director, Sericulture Department, Ongole.
The Superintending Engineer, Panchayat Raj Department, Ongole.
The District Revenue Officer, Ongole.
The Assistant Director, Survey and Land Records Department, Ongole.
Copy to the Superintendent of Police, Ongole for information and necessary action.
Copy to the Joint Collector (RB&R), Ongole for information.
Copy to the Joint Collector (A&W), Ongole for information
All the concerned.

FUNCTIONARIES WISE BIO-METRIC ATTENDANCE

RURAL:											
S.NO	NAME OF THE POST	CONCERNED HOD'S	WORKING STRENGTH	BMA NOT RECORDED ON							
				17/08/2021	16/08/2021	13/08/2021	12/08/2021	11/08/2021	10/08/2021		
1	Panchayat Secretary (Grade IV)	DPO	428	43	138	309	339	70	65		
			213	73	141	170	189	88	93		
			180	66	103	148	152	82	69		
			57	19	31	40	46	19	27		
	Panchayat Secretary (Grade II)		119	62	77	93	106	67	68		
	Panchayat Secretary (Grade I)		838	149	237	592	633	110	137		
2	Mahila Police and Women & Child Welfare Assistant	ADDL SP	838	149	237	592	633	110	137		
3	Welfare and Education Assistant	DD SOCIAL WELFARE	864	108	249	491	582	141	114		
4	Village Agriculture /Horticulture Assistant	JD-AGRICULTURE/ DD-HORTICULTURE	820	105	280	510	550	162	115		
5	Veterinary/Fisheries Assistant	JD-AH/JD-FISHERIES	573	75	177	262	297	94	68		
6	Panchayat Secretary (Grade-VI)	DPO	847	109	243	506	666	153	102		
7	Digital Assistant	APSPDCL	550	111	193	301	328	123	114		
8	Energy Assistant	DMHO	753	138	243	465	505	131	142		
9	ANM	SEPR	844	107	243	527	624	365	121		
10	Engineering Assistant (Grade-II)	DRO	856	187	362	622	652	309	204		
11	Village Revenue Officer	AD-SURVEY	856	146	322	571	585	231	197		
	TOTAL		8798	1498	3039	5607	6254	2145	1636		
URBAN:											
S.NO	NAME OF THE POST	CONCERNED HOD'S	WORKING STRENGTH	BMA NOT RECORDED ON							
				17/08/2021	16/08/2021	13/08/2021	12/08/2021	11/08/2021	10/08/2021		
1	Ward Sanitation & Environment Secretary (Grade-II)	ALL MUNICIPAL COMMISSIONERS	165	13	29	41	86	17	16		
2	Ward Planning & Regulation Secretary (Grade-II)		164	9	33	58	106	16	20		
3	Ward Education and Data Processing Secretary		171	32	48	52	75	33	26		
4	Ward Welfare & Development Secretary (Grade-II)		171	16	27	66	111	13	12		
5	Ward Amenities Secretary (Grade-II)		162	14	36	74	117	23	14		
6	Ward Administrative Secretary		169	18	31	52	109	14	9		
7	Ward Women& Weaker Sections Protection Secretary (Female)		ADDL SP	170	20	29	75	118	19	17	
8	Ward Energy Secretary		APSPDCL	111	16	21	39	53	22	19	
9	Ward Health Secretary		DMHO	169	25	35	69	105	19	20	
10	Ward Revenue Secretary		DRO	141	18	31	65	97	33	21	
	TOTAL		1593	181	320	591	977	209	174		
	GRAND TOTAL		10391	1679	3359	6198	7231	2354	1810		